

State of Maine
Department of Education

REQUEST FOR PROPOSALS RFP #201109150
Evaluation of the Maine Learning Technology Initiative Program

The State of Maine, Department of Education (hereafter referred to as Department), Learning Through Technology Division is seeking proposals for evaluation services for the Maine Learning Technology Initiative (MLTI) program. The services, as provided by an eligible education policy research center, shall consist of a comprehensive review and report to be shared with the State of Maine Legislature Joint Standing Committee on Appropriations and Financial Affairs as well as the Joint Standing Committee on Education and Cultural Affairs. Maine Public Law, Chapter 519, Part J, Section J-11, 122nd Second Regular Session calls for reports described in this Request for Proposals annually by February 15th. The evaluation is of the impact of the laptop program on student performance in achieving the content standards and performance indicators established by the statewide system of learning results established in the Maine Revised Statutes, Title 20-A, section 6209 utilizing valid, standardized assessment measures, to identify high-need areas for improvements in learning and skills, and to conduct a biennial audit to include an evaluation of costs, effectiveness and achievement outcomes of the Maine Learning Technology Initiative. The services sought will be used to evaluate and monitor principal programmatic activities, assess key components of the initiative in order to determine effectiveness, and gain necessary feedback to improve the initiative and provide quality control. The purpose of this evaluation will be to fulfill state requirements as described above and provide feedback for self improvement. Evaluation services are intended to cover both activities at the state level as well as educational usage in local school administrative unit classrooms. It is anticipated that one award will be awarded for the contract period, December 1, 2011 - November 30, 2013 with anticipated annual contract renewals for two additional one-year periods.

RFP Sections

- Section 1 Introduction - page 3
- Section 2 General Procedures and Instructions - page 5
- Section 3 Scope of Work - page 15
- Section 4 Bidder Identification and Information - page 17
- Section 5 Anticipated Proposal Calendar of Events - page 18

Appendix 1 Links for Content Standards and State Statute - page 19

Request RFP Instruction Package, Questions – Contact Person: Jeff Mao, Learning Technology Policy Director, State House Station 23, 111 Sewall Street, Augusta, ME 04333-0011; Fax: (877) 494-6584; Email: jeff.mao@maine.gov

COMPLETED PROPOSALS must be received and will be opened NO LATER THAN 2:00 pm local time, Monday, October 31, 2011 at the following address: Division of Purchases; Burton Cross State Office Building (4TH Floor), 111 Sewall St; 9 State House Station, Augusta ME 04333-0009. Proposal package(s) must be labeled with the RFP number and title. **We do NOT accept faxed or emailed proposals.**

**STATE OF MAINE
Department of Education**

REQUEST FOR PROPOSALS

**Maine Learning Technology Initiative
Program Evaluation**

Due Date: October 31, 2011

RFP # **201109150**

1 Introduction

1.1 Maine: Leading for Learning

Maine established the Maine Learning Technology Initiative in 2002 as a result of the report from the Task Force for the Maine Learning Technology Endowment: *Teaching and Learning for Tomorrow: A Learning Technology Plan for Maine's Future*. The report created a state learning technology plan to elevate achievement, expand aspirations, and prepare students for a future economy that will rely heavily on technology and innovation.

<http://maine.gov/mlti/resources/history/mlterpt.pdf>

The MLTI program remains the premier state-wide program in the nation in the integration of technology as a tool for teaching and learning in K-12 education.

The long-range plan hinges on the fundamental notion that all teachers and students in grades 7 to 12 should have personal, one-to-one access to portable computing technology and the Internet, and that such access will both support and require an approach to teaching and learning that will help all students advance to high levels of achievement. Maine people have worked hard over the past nine years to turn this powerful idea into a reality. With the leadership of former Governor Angus S. King, Jr., the Maine Legislature directed the Department of Education to implement the first phase of the plan reaching all 7th and 8th grade students in 2002 and 2003 and expanded into high school grades as of 2007.

Maine's state learning technology plan must provide for:

- A. Portable computing devices for every student and teacher with functional software appropriate to grade level;
- B. Obtaining basic research information and databases;
- C. An alternative equivalent value factor option to school administrative units if they meet the standards of the learning technology plan;
- D. Teacher technology and professional development;
- E. External and internal networks and technical support;
- F. Costs for replacement of portable computing devices, servers and other equipment; and
- G. **An evaluation component.**

The Maine Learning Technology Initiative made Maine the first to seize the potential of technology to transform teaching and learning in classrooms statewide; first with a plan to equip all students and teachers in grades 7 to 12 with personal learning technology statewide; first to equip every 7th and 8th grade student and teacher statewide with personal access to learning technology; first to empower every 7th and 8th grade teacher in every school statewide with professional development and support to fully tap the potential of computers and the Internet; and first to provide the option of home Internet access to every 7th and 8th grade student in every school statewide.

1.2 Background

We live in a world that is increasingly complex and where change is constant. Driving much of this complexity and change are new concepts and a new economy based on powerful, ubiquitous computer technology linked to the Internet. Twenty-five years ago, personal computers were a relative novelty. Today, two-thirds of Maine workers use computers in their workplace. Fifteen years ago, the Internet as we know it did not exist; today, it drives communication, information, entertainment, and the fortunes of stock market portfolios. From the complex to the mundane, in a thousand small and sometimes unnoticed ways, computer technology has permeated our economy and changed our daily lives. Some uses of electronic technology are so ubiquitous they are unnoticed – nearly all of us use ATM machines for routine banking transactions, for example. Many newsletters and bulletins are already beginning to transition to electronic-only distribution. Increasingly, examinations for graduate schools and for various professional licensing requirements are on-line – some exclusively on-line. The technological transformation is not limited to “high-tech” businesses; main-line manufacturing, farming, service and retail industries are increasingly harnessing computer technology to improve processes, boost productivity, and innovate new approaches to stay competitive.

Our schools are challenged to prepare young people to navigate and prosper in this world, with technology as an ally rather than an obstacle. The challenge is familiar, but the imperative is new: we must prepare young people to thrive in a world that doesn’t exist yet, to grapple with problems and construct new knowledge that is barely visible to us today. It is no longer adequate to prepare some of our young people to high levels of learning and technological literacy; we must prepare all for the demands of a world in which workers and citizens will be required to use and create knowledge, and embrace technology as a powerful tool to do so.

If technology is a challenge for our educational system, it is also part of the solution. To move all students to high levels of learning and technological

literacy, all students will need access to technology when and where it can be most effectively incorporated into learning. With the guidance of good teachers with technological facility, computer technology and the Internet can provide students with a pipeline to explore real world concepts, interact with real world experts, and analyze and solve real world problems. Computers and the Internet offer the potential to keep classroom resources and materials current with the contemporary world to an extent that is unprecedented. Computer technology also offers opportunities for self-directed, personalized learning projects that can tailor the curriculum to student interests and engagement, and allow teachers to facilitate active student learning rather than merely the rote transfer of information.

We know that computer technology in schools – learning technology – done the right way can provide these tremendous boosts to teaching and learning. Maine’s experience with putting portable computing devices in the hands of students has been overwhelmingly positive. Mistakes have been made, and we have learned from those. Maine continues to recognize the enormous potential of learning technology; and remains committed to preparing our schools and students statewide to meet this challenging change.

The world is changing whether we will it or not; technology is here whether we embrace it or not. Maine has harnessed technology as an extraordinary tool to our benefit. Information technology can help Maine construct an economy that overcomes the obstacle of distance and the constraints of climate. Embracing technology – and making Maine’s schools and students the best in America at using it – can establish Maine as a leader and an innovator. If Maine can move to where the opportunities are going to be, our goals will follow. If Maine has the most technologically capable workforce and the most technology-savvy schools in the country, we are confident the economic benefits will follow.

2 General Procedures and Instructions

This section contains solicitation procedures, general proposal format information and submission instructions.

2.1 General Information

This Request for Proposals (RFP) is designed to select a qualified Provider who will be responsible for providing the evaluation component of the Maine Learning Technology Initiative program. The selected Provider will be responsible for providing, via a services agreement, equipment and services to meet the requirements identified in this RFP, and will be held accountable for meeting these requirements. No payment will be made under the resulting agreement until approved by the Department.

It is the intent of the Department to select one Provider to be responsible to provide this evaluation and to work effectively with the schools and any other project partners and providers. The intent to award to one Provider does not, however, preclude joint ventures which are, in fact, encouraged where they will provide a more effective solution. If a joint proposal is submitted, one of the providers must be the prime contractor and signatory of the agreement with the Department and thus responsible for the effective deployment of the solution and the performance standards required under the agreement.

2.2 Type of Agreement

It is expected that an agreement will be awarded as a result of this RFP.

The Department reserves the right to make an agreement award without any further discussion with the bidders regarding the proposals received. Therefore, proposals should be submitted initially on the most favorable terms available to the Department from the standpoint of price, service and function. The Department, however, reserves the right to conduct discussions with any responsible bidders who submit proposals determined to be reasonably susceptible of being selected for award. The State reserves the right to determine the type of agreement most advantageous to the State from a cost standpoint in the negotiation of the agreement with the winning bidder.

2.3 Communications with State Staff

From the date of issue of this RFP and until a determination is made and announced regarding the selection of a Provider, all contact, except that made pursuant to any pre-existing obligation, with personnel employed or contracted to the State of Maine must be approved in writing by the RFP Administrator. Violation of this provision may result in disqualification of the bidder's proposal.

Bidders are advised that only members of the Department's selection committee meeting in their official capacity can clarify issues or render any opinion regarding the RFP. No individual member of the Department, employee of the State or member of the selection committee is empowered to make binding statements regarding this RFP. The RFP Administrator will issue any clarifications regarding the RFP in writing.

2.4 Written Questions and Answers

Any question regarding the meaning of any RFP provision must be submitted in writing to the RFP Administrator in a clear and timely manner, on or before **Wednesday, October 19, 2011 at 4:00 PM** local time. These questions may be transmitted either via:

- (a) E-mail,
- (b) FAX, or
- (c) postal mail service.

The preferred method is e-mail. See RFP page 2 for appropriate RFP Administrator address information for each transmission method. Regardless of the method chosen, all questions must be to the attention of the RFP Administrator and clearly marked "Maine Learning Technology, Program Evaluation" either (a) in the title, subject or other pertinent area (e-mail), (b) on a cover sheet clearly indicating the number of pages transmitted (FAX), or (c) on the envelope enclosing the questions (postal mail service). The Department assumes no liability for ensuring accurate/complete e-mail, FAX or postal transmission/receipt and will not acknowledge receipt except by addressing the questions received.

Under no circumstances will questions be entertained except in writing.

As appropriate, the Department will respond in writing to questions received. Similar questions may be consolidated. Only those answers issued in writing will be considered binding. Any information given to bidders concerning the RFP, including written questions and answers, will be furnished in writing on the Department's RFP website at:

<http://www.maine.gov/mlti/rfp>

It is the bidder's responsibility to monitor the website for updates. The Department, however, will endeavor to send e-mail notices regarding web site updates to those potential bidders who have registered an e-mail address for its company with the RFP Administrator.

2.5 Bidders' Conference

A Bidders' Conference will be held **Monday, October 17, 2011 at 12:30 PM** local time. This event will be held as an Adobe Connect web conference. Log in details are described below. Bidders will have the opportunity to ask questions at the Conference and the Department will make a reasonable attempt to answer those questions before the end of the Conference. Oral answers will not be binding on the Department. Attendance at the Conference is strongly recommended, but it is not required. The Department will not supply to bidders a list of attendees. Written questions and answers from the Bidders' Conference will be posted on the Department's RFP website for all bidders to access, whether they had

attended the Conference or not. If appropriate, these questions and answers may also be sent via e-mail or FAX at the bidder's request. However, the Department assumes no liability for accurate and complete e-mail or FAX transmission.

Please remember the following:

- You will need to be connected by a telephone as well as the Internet (see directions to connect below).
- Mute your phone by pressing *6. This is important to remember as the background noise interferes with the presentation.

Please follow these steps to connect to the meeting:

1. Click on the link for the web conference.
<http://stateofmaine.adobeconnect.com/swims>
2. Enter your name in the box when prompted.
3. In order to listen and speak during the meeting, you will need to be connected by telephone as well as the Internet. To help you connect by phone, a box will appear asking for your phone number so the Adobe Connect conference room can call you back. If you have a telephone with a direct-dial phone number, please accept this option, enter your phone number, and we will call you right back.
4. If you have a telephone with no direct-line phone number (if your phone is only reached by a switchboard), please click on CANCEL when the call-back box appears, then dial-in to the meeting using this access combination:
Dial-In: 1-800-201-2375
Pass-Code: 714892
5. To participate in the web conference, you will need: a computer with a broadband connection to the Internet (Cable, DSL, or WiFi - Dial-Up will not work!); Adobe Flash Player (Flash 10) installed on your computer (most computers already have the Flash Player installed however, if yours does not, or if your Flash Player is in need of updating (version 10), you can download the player for free from Adobe by clicking on this link: <http://get.adobe.com/flashplayer/?promoid=BUIGP>; this is a safe and quick download); an open phone line (we recommend using a hands-free headset or speakerphone).

2.6 Oral Presentations

The Department reserves its right to require and conduct oral presentations with bidders. At the Department's option, oral presentations by bidders may be requested for the purpose of explaining or clarifying characteristics or significant elements related to the proposals. Bidders will not be allowed to

alter or amend their proposals through the presentation process. Bidders will not be permitted to attend competitor oral presentations.

2.7 Personnel Interviews

At the Department's option, personnel proposed by bidders may be requested to participate in a structured interview to determine their understanding of the service requirements, their authority and reporting relationship within the firm, management style, and any other relevant information. Bidders will not be allowed to alter or amend their proposals through the interview process, nor will they be permitted to attend competitor interviews.

2.8 Disclosure of Data

According to State procurement law, the content of all proposals, correspondence, addenda, memoranda, working papers, or any other medium which discloses any aspect of the request for proposals process will be considered public information when the award decision is announced. This includes all proposals received in response to this RFP, both the selected proposal and the proposal(s) not selected, and includes information in those proposals which a bidder may consider to be proprietary in nature. Therefore, the State makes no representation that it can or will maintain the confidentiality of such information.

2.9 Cost of Proposal Preparation

The entire cost for the preparation and submission of a proposal, and the attendance at any Bidders' Conference, oral presentation, or personnel interviews will be borne by the bidder. The bidder will also bear the cost of setting up and operating any necessary test of its proposed solution for Testing and Evaluation by a Department evaluation team. The Department will bear its own travel and expense costs.

2.10 Proposals

Following is a description of the proposal submission requirements.

2.10.1 Submission of Proposals

To facilitate the proposal evaluation process, a package containing one original and three (3) duplicate copies of the entire Proposal must be delivered by **Monday, October 31, 2011 by 2:00 PM** to:

**Division of Purchases
Burton M. Cross Building, 4th Floor
9 State House Station
111 Sewall Street**

Augusta, ME 04333-0009

The face of the package, whether mailed or hand delivered, will bear the following legend which must include the bidder's name and return address:

<p>Maine Learning Technology Initiative</p> <p>Program Evaluation RFP</p> <p>— Confidential —</p> <p>Open by Addressee Only</p> <p>Bidder's Name Bidder's Return Address</p>
--

Proposals Due: Monday, October 31, 2011 at 2:00 PM

Proposals that arrive late will be rejected.

2.10.2 *Summary of Proposal Organization and Contents*

The proposal must describe in detail the bidder's experience, cost, and proposed evaluation method.

2.10.3 *Variance from Specifications*

Variances from any specifications set forth in this RFP must be clearly noted. A proposal may be rejected if it is conditional, incomplete, makes erroneous assumptions, contains irregularities of any kind, or if it requires or is predicated on agreement terms and conditions that are determined by the Department to be inconsistent with State requirements or the requirements set forth in this RFP. Any proposal which contains information which, in the opinion of the State, is intended to mislead the State in its evaluation will be rejected. Such determinations are at the sole discretion of the State.

2.10.4 *Rejection of Proposals*

The Department reserves the right to reject proposals that contain material deviations from the requirements of this RFP. It is understood that all proposals, whether rejected or not, will become part of the Department's official file. While it is expected that an agreement will

be awarded as a result of this RFP, The State of Maine reserves the right to reject any and all proposals submitted in response to this RFP.

2.10.5 *Revision of Proposals*

The Department alone reserves the right to amend the RFP prior to the Proposals Due Date. All bidders who received a copy of the RFP from the RFP Administrator will be notified of any amendments to the RFP. In no case will the RFP be amended within seven (7) days of the Proposals Due Date unless the amendment includes an extension of time to allow seven days between the amendment and the due date. The Department will not be responsible for any additional costs incurred as a result of said changes in the RFP.

2.10.6 *Proposal Evaluation*

The Department will evaluate the proposals in accordance with the criteria set forth in Subsection 2.13.

2.11 *Rights of State Government*

This RFP does not commit the Department to award an agreement, or pay any cost incurred in the preparation of a proposal for this RFP. The Department reserves the right to reject all proposals, and at its discretion may cancel or amend this RFP at any time in accordance with the rules and regulations of the Division of Purchases.

By submitting a proposal in response to this RFP, the bidder grants to the Department the right to contact or arrange a visit in person with any or all of the bidder's clients.

2.12 *Evaluation of Proposals and Agreement Award*

The Department will select a Provider through a formal evaluation process, established prior to the opening and evaluation of proposals. Consideration will be given to capabilities or advantages which are clearly described in the proposal, are confirmed by oral presentations or interviews if required, provide quality results from tests and evaluations conducted, and are verified by information from reference sources contacted by the Department. The Department reserves the right to contact individuals, entities or organizations who have had recent dealings with the firm or staff proposed whether they are identified as references or not.

2.13 *Evaluation Factors and Award Points*

A selection committee, possibly with the assistance of subcommittees or subject area advisors, will evaluate the proposals. The selection of a

Provider will be based on considerations from all phases of the evaluation process. Where items do not lend themselves to a strict numerical evaluation, a subjective rating based on the collective opinion and experience of the selection committee or subcommittee will be used.

2.13.1 *Initial Screening*

An initial screening process will determine which proposals meet the mandatory proposal submission requirements of this RFP, including the contract price specified in Subsection 2.13.4, and have properly adhered to and addressed the General Procedures and Instructions. Proposals not meeting these requirements may be rejected. Also, proposals may be rejected if they include exceptions and variances that the Department determines are material and unacceptable deviations from the requirements of this RFP.

2.13.2 *Evaluation*

Those proposals that pass the Initial Screening will be evaluated on their abilities to meet the requirements identified in this RFP in an effective, efficient, cost-effective manner. Costs are to be an accurate representation of any and all goods and/or services to be provided. The stages of the evaluation and selection process are:

- (a) the **proposal** will be evaluated for the following:
 - function and service,
 - bidder experience and qualifications, and
 - bid price and supporting detail;
- (b) **final scoring** is determined.

At each of these stages, only those proposals that are rated highest will pass to the next stage of evaluation. A summary table and assigned percentage of the evaluation areas follows.

Evaluation Area	Percentage
-----------------	------------

Program Evaluation Proposal	75%
Function and Service (50)	
Bidder Experience & Qualifications (25)	
Bid Price and Supporting Detail Proposal	25%
Total	100%

2.13.3 *Program Evaluation Proposal Evaluation (Technical Proposal)*

The Program Evaluation Proposal (Technical) evaluation will total 75% of the complete evaluation. The Technical Proposal evaluation complies with statute and addresses the internal program evaluation needs (i.e., sample of surveys deployed, data analysis, presentation of results, explanation of methods chosen) and Bidder Experience and Qualifications (e.g., partnership, experience of bidder and proposed project staff, references, prior evaluation experience). Function and Service, and Bidder Experience and Qualifications are, respectively, 50 and 25 points each of the total Technical Proposal evaluation.

2.13.4 *Bid Price and Supporting Detail Proposal Evaluation (Cost Proposal)*

The Bid Price and Supporting Detail Proposal evaluation will total 25% of the total evaluation points. The Cost Proposal scores will be added to the Program Evaluation scores for final scoring.

Scoring of the Cost Proposal will seek the best price point while aggressively differentiating bids received with Cost Proposals for the bid solution.

The Cost Proposal must be inclusive of all costs, charges, fees, or other expenses to the State.

The State reserves the right to determine the type of agreement most advantageous to the State from a cost standpoint in the negotiation of the agreement with the winning bidder.

No Best and Final Offers: The State of Maine will not seek a best and final offer (BAFO) from any bidder in this procurement process. All bidders are expected to provide their best value pricing with the submission of their proposal.

2.13.5 Finalist(s) Selection

Based on the scored total of points for each bidder, the State may either:

- a. Select the top 1-3 bidders as finalists for further evaluation. In so doing, the State reserves the right to adjust the number of finalists to a number different than 1-3 finalists if in the judgment of the selection committee another number is in the best interest of the final evaluation and selection.
- b. Advance directly to the final scoring stage if in the judgment of the selection committee there is a clear winner after the Evaluation and Bid Price and Supporting Detail Proposals have been scored. This is a right reserved by the State.

2.13.6 Evaluation Demonstration

One or more bidders, the finalist(s), who achieve the highest combined Technical and Cost score may be required to provide a demonstration of its proposed solution.

The bidder who achieves the highest combined score, that is the proposal that reflects the best value offer to the Department, will be awarded the agreement subject to successful agreement negotiations and required agreement approvals.

2.14 Agreement Award

The Department's evaluation will result in the selection of a proposal which, taken as a whole, is the best value to the Department. After analysis, evaluation and validation of bidder responses, the Department will notify all bidders of the selected Provider in writing. The Department will then enter into agreement negotiations with the selected Provider. The State reserves the right to determine the type of agreement most advantageous to the State from a cost standpoint in the negotiation of the agreement with the winning bidder. Negotiations may result in minor revisions to the Provider's proposal. Upon resolution of the final negotiations, the Department will prepare a final agreement. If for any reason the Department is unable to negotiate an acceptable agreement with the selected Provider, the award may be withdrawn. In this event, the Department may then make an award and enter negotiations for an agreement with the bidder with the next highest rated proposal, or may determine, at its sole discretion, that it is in the best interest of the Department to make no award.

It is to be understood by all parties that the negotiated agreement award will be made in the best interest of the State and that the award decision is subject to the approval of the State Purchases Review Committee. The RFP and the proposal of the successful Provider will be incorporated into and form the basis of a legal binding agreement.

2.15 *Required Agreement Provisions*

There are certain requirements, established by the State, with respect to proposals submitted in response to this RFP. The words “shall”, “must”, and “will” (except when used to denote futurity) will be considered as indicative of a requirement in this RFP. Such requirements are to be considered as material to this procurement and may only be waived, in advance of submission of the proposal, by the RFP Administrator.

2.16 *Financial Stability*

Evidence of adequate financial stability is a prerequisite to the award of an agreement. Bidders must include, in their proposals, financial documentation to demonstrate their financial stability. This documentation must be submitted in accordance with the requirements of Section 4 of this RFP. The Department reserves the right to request any additional information to assure itself of a bidder’s financial stability.

2.14 *Term*

The parties will enter into a two year agreement for the required services, with renewal for up to two (2) additional one-year periods at the Department’s sole discretion. The Department may terminate the two-year agreement earlier for nonperformance by the Provider and in accordance with the terms set forth in the agreement and with all governing law.

3 *Scope of Work*

3.1 *Performance Requirements*

The State of Maine will contract with an education policy research institute to review and report on the impact of the laptop program on student performance in achieving the content standards and performance indicators established by the statewide system of learning results established in the Maine Revised Statutes, Title 20-A, section 6209 (see Appendix A) utilizing valid, standardized assessment measures.

The State will contract with an education policy research institute to conduct a biennial audit to include an evaluation of costs, effectiveness and achievement outcomes of the Maine Learning Technology Initiative.

The selected Provider will work collaboratively with members of the Maine Learning Technology Initiative staff to develop effective and meaningful instruments of evaluation.

The selected Provider will be required to meet with representatives of the Maine Learning Technology Initiative on a monthly basis and report progress and findings.

3.2 Provider Deliverables

Please respond in writing to the following items.

3.2.1 The bidder must provide evidence of meeting the state statutory definition of an education policy research center. (See Appendix A, Maine Law, Chapter 519, Part J, Section J-11 and subsequent amendment Sec. CC-1. 20-A MRSA §19102, sub-§4.)

3.2.2 The bidder must describe the evaluation process and explain the process for validating the impact of the laptop program on student performance in achieving the content standards and performance indicators established by the statewide system of learning results (established in the Maine Revised Statutes, Title 20-A, section 6209)utilizing valid, standardized assessment measures.

3.2.3 The bidder must explain the method for evaluating the cost of the program.

3.2.4 The bidder must define the method for evaluating program effectiveness.

3.2.5 The bidder must describe the method for evaluating achievement outcomes for the program.

3.2.6 The bidder must include a sample if using surveys as any part of the process.

3.2.7 The bidder must describe the methods of data collection to be used in the evaluation process.

3.2.8 The bidder must describe a collaboration plan with school administrative units and the Maine Department of Education.

3.2.9 The bidder must be capable of developing materials in response to MLTI staff needs to maximize effective feedback and provide data for programmatic self-improvement.

3.2.10 The selected Provider, in addition to meeting requirements of state statute, will also will be required to work collaboratively with members of the Maine Learning Technology Initiative staff to develop effective and meaningful instruments of evaluation for the purpose of immediate programmatic improvement. The selected Provider agrees to meet with representatives of the Maine Learning Technology Initiative on a monthly basis to report progress and findings.

3.2.11 The selected Provider must be available, as requested, to meet with the Legislature's Joint Standing Committee on Education and Cultural Affairs to discuss its evaluation methods and results.

3.2.12 The selected Provider will be required to provide a draft report to the Department's project leader 30 days prior to the report due date, February 15th of each year of the agreement. The bidder must explain the proposed timeline to meet the reporting requirement including delivery of draft and final reports.

4 Bidder Identification and Information

In response to this section of the RFP, the bidder will:

- state the organization's full company or corporate name and give the address of the organization's headquarters office;
- specify how the entity is organized (proprietorship, partnership, corporation);
- specify the state in which the bidder is incorporated or otherwise organized to do business;

- specify the year in which the bidder was first organized to do business and whether or not the form of organization has changed in the interim (such as by subsequent incorporation, merger, or other organizational change) and any name changes. The intent of this requirement is to ascertain the longevity of continuous operation of the bidder, and the response should be formulated to provide that information as appropriate to the bidder's business circumstances;
- provide evidence of meeting the state statutory definition of an education policy research center;
- provide its Federal Tax Identification Number.

5 Anticipated Evaluation of the Maine Learning Technology Initiative Program Proposal Calendar of Events (dates subject to change)

Event	Date	Day	Time
RFP Release	October 3, 2011	Monday	8:00 AM
Bidder's Conference	October 17, 2011	Monday	12:30 PM
Written Questions Due	October 19, 2011	Wednesday	4:00 PM
Proposals Due	October 31, 2011	Monday	2:00 PM
Award Announcement	anticipated November 14, 2011	Monday	1:00 PM

Appendix A

1. Maine Revised Statutes, Title 20-A, section 6209

<http://www.mainelegislature.org/legis/statutes/20-A/title20-Ach801sec0.html>

2. Maine Law Second Regular Session of the 122nd Legislature

Chapter 519, Part J, Section J-11, amended in Sec. CC-1. 20-A MRSA §19102, sub-§4 is enacted to read:

http://www.mainelegislature.org/legis/bills/bills_125th/chapters/PUBLIC380.asp

Learning technology program; evaluation for implementation in grades 7 to 12.

Notwithstanding any other provision of law, the commissioner shall conduct an annual comprehensive review of the learning technology program and report to the joint standing committee of the Legislature having jurisdiction over appropriations and financial affairs and the joint standing committee of the Legislature having jurisdiction over education matters on the progress and results of the comprehensive review by February 15th annually. In conducting the comprehensive review, the commissioner shall:

- A. Through a competitive bidding process consistent with Title 5, chapter 155, subchapter 1-A contract with an education policy research institute to assess the effect of the laptop program on student performance in achieving the content standards and performance indicators established by the statewide system of learning results established in section 6209 using valid, standardized assessment measures;
- B. Identify high-need areas for improvements in students' learning and skills;
- C. Provide targeted training and professional development of teachers from the 7th to 12th grade who participate in the laptop program; and
- D. Contract with an education policy research institute to conduct a biennial audit including an evaluation of the costs, effectiveness and achievement outcomes of the learning technology program.

The commissioner, with advice from the advisory board, shall submit a report that includes findings and recommendations, including suggested legislation to revise and update chapter 606-B and this chapter, for presentation to the joint standing committee of the Legislature having jurisdiction over appropriations and financial affairs and the joint standing committee of the Legislature having jurisdiction over education matters by January 31st annually.

3. Maine's 2007 Learning Results: Parameters for Essential Instruction

Identifying the knowledge and skills essential to prepare Maine students for work, higher education, citizenship, and personal fulfillment.

<http://www.maine.gov/education/lres/pei/index.html#mlr2007>

4. The Common Core State Standards

A state-led effort establishing a single set of clear educational standards for English-language arts and mathematics that states can share and voluntarily adopt.

<http://www.corestandards.org>

5. Rider G

Identification of Country in Which Contracted Work will be Performed